

**REQUEST FOR QUALIFICATIONS**  
for:  
**SPECIAL INSPECTIONS & MATERIALS TESTING**  
associated with:  
**Edward Dean Museum Revitalization Project**  
**(ARPA20221108)**



**RIVERSIDE COUNTY**  
**OFFICE OF ECONOMIC DEVELOPMENT**

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**SOLICITED BY: COUNTY OF RIVERSIDE OFFICE**  
**OF ECONOMIC DEVELOPMENT**  
**3403 10<sup>TH</sup> STREET, SUITE 400**  
**RIVERSIDE, CA 92501**

**THE OPPORTUNITY:**

The County of Riverside (County) is offering an opportunity for Certified Special Inspections & Materials Testing Firms to submit a "Statement of Qualifications" (SOQ) to the County to provide Special Inspections and Materials Testing services for the Edward Dean Museum Revitalization Project (ARPA20221108). Specifically, the County seeks to select one (1) Special Inspections & Materials Testing firm with knowledge and experience in standard public works construction projects.

**THE PROJECT:**

The Edward-Dean Museum and grounds, located at 9401 Oak Glen Rd, Cherry Valley, CA 92223, was created by Edward Eberle and Dean Stout with most structures being erected in 1957 and given to the County of Riverside in 1964. The Edward-Dean Museum is a historic house that is committed to preserving its collection of 16th to 19th century decorative arts while offering social, cultural, and educational enrichment. The 16-acre grounds hosts various amenities for weddings and receptions including the legacy rose garden, Kay Cenicerros Banquet Hall and kitchen, bridal and groom suites, staff offices, pavilion, gazebo, garden maze, koi pond, mountain and valley scenery. The Project's primary goal is to increase museum, wedding and tourism visitation, and improve the site storm drain and septic infrastructure systems. This Request for Qualifications (RFQ) is being conducted in accordance with Board of Supervisor's Policy H-7.

This project is being financed with American Rescue Plan Act funds from the U.S. Department of the Treasury (31 CFR Part 35) and subject to certain requirements including: compliance with Uniform Guidance's Cost Principles at 2 CFR part 200 requirements; System for Award Management (SAM.gov) registration and others. Information pertaining to the Federal requirements is on file with the Riverside County Office of Economic Development (OED) and included in the Special Federal Provisions.

The RFQ/P and associated exhibits are available by emailing the project contact or by opening the following link: <https://rivcoed.org/rfp-rfq>

Response to this RFQ becomes the exclusive property of the County and shall become public record after formal recommendation to the County Board of Supervisors. The County reserves the right to accept or reject any or all of the proposal, waive any irregularity and to require each firm to verify, clarify or explain any part of the submitted proposal. Contract award will be based on the selection of the firm deemed most qualified as well as successful scope/fee negotiations and approval by the Board of Supervisors.

For further information regarding this opportunity, please contact Benny Yeh, OED Facilities Project Manager, by e-mail [byeh@rivco.org](mailto:byeh@rivco.org), or by phone at 951-955-3224.

**THE SELECTED FIRM(s):**

The selected firm will be required to meet the criteria described herein and be determined by the evaluation committee during the interview phase to be the best qualified firm for this particular project. The screening/selection committee will be composed of representatives from the County of Riverside.

Firms submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

A. Relevant Firm Experience (40 points possible)

- Summary of certifications and services (10 pts)
- Firm completed experience for similar sized projects (20 pts)
- Firm experience with public projects (5 pts)
- Familiarity with required relevant construction standards and procedures (5 pts)

B. Qualifications of Project Personnel (30 points possible)

- Deputy Inspector and Principle Engineer resumes with relevant experience (10 pts)
- Lab Manager and Principle Geologist resumes with relevant experience (10 pts)
- Availability of deputy inspectors, special inspectors, and other professionals with relative experience (5 pts)
- Other resources (5 pts)

C. Inspections Approach/Project Management Plan (30 points possible)

- Statement of Interest (10 pts)
- Organizational Chart (5 pts)
- Quality Control procedures to ensure complete inspections (5 pts)
- Project flow chart depicting sequencing of key task activities (5 pts)
- Location of work office/lab (5 pts)

**THE SELECTION CRITERIA:**

Firms submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

- Letter of interest
- History of the firm including: years in business, current number of professional personnel and current volume of work (number of projects / total project value)
- Firm's description of experience for a minimum of five (5) of its largest projects that **best represent your firm's portfolio of projects** (*please include project description, client, completion date, project value, role of special inspections & materials testing firm*)
- Firm's experience on public facilities projects with Riverside County and for public or private sector clients.
- Relevant experience of Deputy Inspector, Principal/Project Engineer, Lab Manager, Principle Geologist, and assigned staff as a "project team"
- Overall project approach including, but not limited to, quality control program, work organization, budget and schedule management and customer service philosophy.
- Resumé and current workload of listed team members.
- Client References with addresses and telephone numbers
- Relative location of firm to Riverside County

Firms should tailor their response to the RFQ criteria described herein. An evaluation committee will be composed of representatives from the County of Riverside OED; and shall review submitted Statements of Qualifications (SOQs). Following evaluation of the SOQs by the committee, a short list of firms may be selected for interview. Firms selected for interview will be at the committee's discretion.

**COSTS ASSOCIATED WITH THE RFQ PROCESS:**

Each respondent will be responsible for all their expenses incurred during the RFQ process.

**THE SELECTION PROCESS:**

- Issuance of this RFQ to prospective firms
- Submittal of Statement of Qualifications (SOQ) from prospective firms to the County
- Evaluation of SOQ by the County
- Interviews, if deemed necessary by the County, with respective evaluation and final selection of special inspections & materials testing firm for the Project

**PUBLIC RECORDS ACT:**

Responses to this RFQ become the exclusive property of the County. "Statement of Qualifications" become a matter of record and shall be regarded as public record when the County recommends firms to the Board of Supervisors, and such recommendations appear on the Board Agenda.

**ANTICIPATED SELECTION PROCESS SCHEDULE:**

Task	Date
Issuance of SOQ	April 25, 2024
SOQs Due	<b>May 16, 2024, 3:30 PM</b>
Interviews (if required)	TBD
Final Determination	TBD
Board of Supervisors Approval	TBD
Anticipated Construction Start	Winter 2025

Respondents to this RFQ shall submit their SOQs via email to [byeh@rivco.org](mailto:byeh@rivco.org), or in person SOQ submittals must be delivered to OED no later than **3:30 p.m. on May 16, 2024**.

Clearly label the front of the SOQ or email title, and your cover letter as: **“Special Inspections & Materials Testing for Edward Dean Museum Revitalization Project (ARPA20221108).**

Address to:

**Email: [byeh@rivco.org](mailto:byeh@rivco.org)**

**Delivery: Riverside County Office of Economic Development  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501 Attention: Benny Yeh**

Please contact Benny Yeh, OED Facilities Project Manager, with any questions or comments at 951-955-3224 or at [byeh@rivco.org](mailto:byeh@rivco.org).

Attachments:

1. Overall Current Scope of Work Areas
2. Conceptual Landscape Site Plan Design
3. Conceptual Landscape Patio Design
4. Draft Project Schedule
5. Special Federal Provisions